

**The following checklist and criteria is to assist staff completing a PEP application online.**

**Before you start:**

1. **Consult with Head of School** as to the appropriateness and focus of your proposed program
2. The application must be in accord with and meet the requirements of Policy HR-9.2 '[Professional Experience Program](#)'

**Closing date and lodgement details:**

Applications to undertake PEP in 2018 close 9am Monday 1 May 2017.

Applications must be lodged online through [Working at UniSA](#)

If you experience any difficulty lodging your application visit FAQs. For further support contact the Recruitment Central on (08) 8302 1700 or email [recruitment@unisa.edu.au](mailto:recruitment@unisa.edu.au) and you will receive a response within one working day.

**Ensure you have the following information for your online application (if applicable):**

1. The date of return of your last PEP must be stated in your application.
2. The date you submitted your last PEP report to the Secretary of the PEP Committee, through the Head of School must be shown in the application form. (*refer point 24 of PEP policy HR-9.2*)
3. Dates of proposed PEP period.
4. A short statement of proposed outcomes of program, against which the success of your program, as outlined in your PEP report, will be judged by the Committee.
5. Supporting documentation from organisations hosting an applicant, indicating their support and willingness to be involved with the program. If it is considered to be too far in advance of the program to be given final approval of support, then at least approval in principle must be obtained and uploaded.
6. Evidence of an expression of interest from a publisher if writing a book and/or evidence of candidature to undertake a PhD, or evidence of acceptance of proposed research towards the end.
7. An abridged curriculum vitae of **no more than two A4 pages**
8. The numerical value of requested funding allocated for travel and other expenses to be paid as a reimbursement. (*refer to point 16 of the policy*)
9. If travelling, a detailed quote for the proposed travel.
10. If your program incorporates the earning of additional income including scholarship income, indicate the value in whole dollars, over and above your normal salary and attach evidence of scholarship of likely earnings in particular, reference should be made to points 17, 18 and 19 of the policy